2025 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 9, 2025

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 8:00 A.M. ON THIS DATE AT THE PICKAWAY COUNTY SERVICE CENTER BUILDING, 110 ISLAND ROAD, CIRCLEVILLE, OH 43113 IN THE 2ND FLOOR CONFERENCE ROOM.

CALLED THE MEETING TO ORDER AT 8:03 A.M. BY Dewey Mann

Dewey Mann – Yes, Matt Anderson –No, Bill Black – Yes, Jonathan Lohstroh – No, Liza Musselman – Yes

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes, Jade Collie – Yes
Katherine Shauger – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Matt Mauzy – Yes, Ryan Brown – Yes

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT: Cody Hacker – No

VISITORS OR GUESTS PRESENT: Sally Jo Mauzy- Earth Team Volunteer

MINUTES RECORDER: Brad/Jade

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Liza to approve minutes for the regular board meeting held November 18, 2025. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF APPROVING THE DISTRICT FUND BILLS/STATEMENT:

Liza moved, seconded by Bill to approve the November 2024 District Fund Financial Statement ***(Attachment A).*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF APPROVING THE SPECIAL FUND BILLS/STATEMENT:

Bill moved, seconded by Liza to approve the November 2024 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports for November and received updates from staff members on additional activities of the office.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave a NRCS update: Justin has been working on processing payments. FSA cost share payments are starting to come through. Matt is working on design work for Lawrence County. Sally Jo Mauzy is logging hours for Earth Team Volunteer. The new Pheasants Forever person, Ryan Brown and he covered Ross, Pickaway and Fayette County. He has been working on CRP workload.

IN THE MATTER OF NEW OFFICE HOURS:

Bill moved, seconded by Liza to approve new office hours effective January 1, 2026. Office hours are Monday-Friday 8:00 am to 4:00 pm and closed Saturday and Sunday. ***(Attachment C)*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF GIVING APPROVAL TO BRAD HUGHES AND JADE COLLIE TO TRANSFER FUNDS IN SPECIAL FUND AS NEEDED:

Liza moved, seconded by Bill to approve Brad Hughes and Jade Collie to transfer funds in special fund as needed with a value not to exceed $25,000. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF APPROVAL OF TRANSFERING $20,000 WITHIN THE SPECIAL FUND EFFECTIVE December 1, 2025:
Liza moved, seconded by Bill to approve the transfer of $20,000 within special fund from rollover to salaries. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF 2026 HOLIDAY SCHEDULE NEEDS APPROVAL:

Liza moved, seconded by Bill to approve 2025 holiday schedule with the ability to flex Columbus Day, Veterans Day, Juneteenth within same pay period. **(Attachment D).** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Liza moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 11/01/2025 & 11/15/2025 & 11/29/2025 (***Attachment E, F & G).*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF Annual Plan of Work 2026:

Bill moved, seconded by Liza to approve the Annual Plan of Work 2026. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

FYI – Brad gave update on Opt-Out Policy
FYI – State Match Report -Received all Funds for 2025
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – December
& 2025 SWCD Reminders and Resources
& Beehive Program – Use and Guidance

IN THE MATTER OF EXECUTIVE SESSION FOR ANNUAL STAFF EVALUATIONS:

At 8:44 a.m., Liza moved, seconded by Bill to go into executive session to perform annual staff evaluations.

Roll Call: Bill – Yes, Liza – Yes, Dewey – Yes, Brad – Yes

The evaluations were carried out by Chair – Dewey Mann

A break for lunch was between 12:00 pm-12:30 pm

At 2:50 p.m., Board came out of executive session.

IN THE MATTER OF RAISES FOR DISTRICT STAFF:

Bill moved, seconded by Liza to approve raises for Adriahna Karr, Katerina Sharp, Katherine Karl, and Jade Collie to take effect on December 28, 2025, (pay period #1 2026). Bill will need to sign the change rate form for the Payroll Office. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Liza Mussleman – Yes Dewey Mann – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Liza to adjourn the December 9, 2025 Pickaway Soil & Water Conservation District meeting of the board at 2:58 p.m. Motion passed.

Vote on Motion (Y, N, or A): Liza Mussleman – Yes Bill Black – Yes Dewey Mann – Yes

The next regular board meeting is scheduled for **Tuesday, January 20st, 2026 at 8:00 a.m.** in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Dewey Mann – Chairperson Date Matt Anderson – Secretary Date

_____

Minutes Recorder Date

A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
November 1 through November 30, 2025

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$113,000.21		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund +250	7,665.19		
	Ag Day Program (- 1006.00-Ag day shirts)-900.00-Venue)	94.00		
	Education Programs	1,038.07		
	Summer Camps	3,114.21		
	Total MMA Checking Account		$181,494.29	
	Regular Checking Account		27,098.39	
	Petty Cash		117.87	
	Change Fund		100.00	
	Total District Accounts			**$208,810.55**
Ref				
	Great Plains Drill			
	Sales Tax Received for the Month	$ -		
	Regular Intrest Earned	$ 22.16		
		$ -		
	Total Receipts - Regular Checking Income		$22.16	
	MMA Checking Interest	$ 129.98		
	Total Receipts – MMA Account		$129.98	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$152.14**
Ref	**Expenses**			
C2565	Visa-Tech meeting food & drinks, quickbooks and gas	$ 503.52		
C2566	Jason Sheehy upgrade Intern computer	$ 129.00		
	Total Expenses Regular Checking		$632.52	
C1121	New Education Van	$ 41,322.00		
	Total Expenses MMA Checking		$41,322.00	
	Petty Cash			
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$41,954.52**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$71,808.19		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund +250	7,665.19		
	Ag Day Program (- 1006.00-Ag day shirts)-900.00-Venue)	94.00		
	Education Programs	1,038.07		
	Summer Camps	3,114.21		
	Total MMA Checking Account		$140,302.27	
	Regular Checking Account		26,488.03	
	Petty Cash		117.87	
	Change Fund		100.00	
	Total District Accounts			**$167,008.17**

Prepared by: Jackie Colello 12/5/25 Date

Checked by: Brad Dufour 12/5/2025 Date

Board Chair Penny Moore 12/9/25 Date

B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
November 1 Through November 30, 2025

Beginning Special Fund Balance		**$720,231.25**
REVENUE		
State Match		
County Match for 2025		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (pay period 20, 21 & 22)	$22,991.00	
PERS	3,447.53	
MEDICARE	329.24	
MEDICAL INSURANCE & DENTAL	1,871.36	
LIFE INSURANCE	25.80	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Charter of Communications /Spectrum	129.99	
Frontier - Phone	119.53	
Verizon Wireless	165.43	
XEROX-Copier Lease	237.66	
SERVICE FEES		
OFSWCD Annual Dues	2,527.00	
OFSWCD Area 5 Dues	300.00	
Travel and Expenses		
Visa- 1774- Gas for vehinces	265.40	
Total Special Fund Expenses		**$32,409.94**
Ending Special Fund Balance		**$687,821.31**

Prepared by: Jaill Oelle 12/3/25 Checked by: Brad Hughes 12/5/25

Date Date

Dewy Moon 12/9/25

Chair Date

C

Pickaway Soil and Water Conservation District
110 Island Road, Suite D
Circleville, Ohio 43113-9056
740-477-1693 pickawayswcd.org

Public Notice:

Pickaway Soil and Water Conservation District

-Office Hours Change

Effective January 1, 2026, the Pickaway Soil and Water Conservation District will be operating under new business hours. The updated hours of operation are:

Monday-Friday: 8:00 a.m. – 4:00 p.m.

Saturday-Sunday: Closed

This change is being made ~~being made~~ to better serve residents, landowners, and community partners. Thank you for your understanding and continued support.

Denny Mann 12/8/2025

Board Chairman

Pickaway Soil and Water Conservation District

D

2026 Pickaway County Holiday Schedule

New Year's Day 2026	Thursday, January 1
Martin Luther King Day	Monday, January 19
President's Day	Monday, February 16
Good Friday	Friday, April 3 At the discretion of each office holder for attendance of services on Friday afternoon
Memorial Day	Monday, May 25
Juneteenth (Flex Holiday)	Friday, June 19th
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Columbus Day (Flex Holiday)	Monday, October 12
Pumpkin Show	October 21,22,23
	Close at Noon each day
Veteran's Day (Flex Holiday)	Wednesday, November 11
Thanksgiving and Day after	Thurs/Fri, November 26 and 27
Christmas Eve	Thurs, December 24 (close at noon)
Christmas Day	Friday, December 25
New Year's Day 2027	Friday, January 1, 2027

E

Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #23 (10/19/2025 - 11/1/2025)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	31.93	4.60	0.00	36.53
Brad Hughes	225.06	6.20	0.00	231.26
Jade Collie	16.94	3.10	0.00	20.04
Katerina Sharp	63.25	4.60	0.00	67.85
Katherine Shauger	21.67	4.60	0.00	26.27
			Annual Leave Total	**381.95**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	163.96	4.60	33.50	135.06
Brad Hughes	148.72	4.66	11.00	142.38
Jade Collie	23.19	4.89	8.00	20.08
Katerina Sharp	816.55	5.07	0.00	821.63
Katherine Shauger	354.58	4.63	0.00	359.21
Sophia Graham	17.20	0.46	1.00	16.66
			Sick Leave Total	**1,495.01**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	86.50	0.00	0.00	86.50
Brad Hughes	13.51	(8.50)	0.00	5.01
Jade Collie	32.14	(2.50)	1.50	28.14
Katerina Sharp	95.55	2.38	0.00	97.93
Katherine Shauger	21.00	0.75	0.00	21.75
			Comp Time Total	**239.32**

Signature of Preparer: Katerina Sharp 11-5-2025
Date

Signature of Reviewing Board Member: 11-18-25
Date

Only approved timesheets are included in report calculation

F

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #24 (11/2/2025 - 11/15/2025)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	36.53	4.60	0.00	41.13
Brad Hughes	231.26	6.20	0.00	237.46
Jade Collie	20.04	3.10	0.00	23.14
Katerina Sharp	67.85	6.20	0.00	74.05
Katherine Shauger	26.27	4.60	0.00	30.87
			Annual Leave Total	**406.65**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	135.06	4.72	8.00	131.77
Brad Hughes	142.38	4.60	2.00	144.98
Jade Collie	20.08	5.26	8.00	17.34
Katerina Sharp	821.63	4.60	0.00	826.23
Katherine Shauger	359.21	4.69	1.00	362.90
Sophia Graham	16.66	0.60	0.00	17.26
			Sick Leave Total	**1,500.47**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	86.50	3.00	8.00	81.50
Brad Hughes	5.01	0.00	0.00	5.01
Jade Collie	28.14	17.25	0.00	45.39
Katerina Sharp -10 Comp Pay Out	97.93	(10.00)	0.00	87.93
Katherine Shauger	21.75	2.25	0.00	24.00
			Comp Time Total	**243.82**

Signature of Preparer: Brad Hughes 11/17/25
Date

Signature of Reviewing Board Member: [signature] 12/9/25
Date

Only approved timesheets are included in report calculation

G

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #25 (11/16/25 - 11/29/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	41.13	4.60	0.00	45.73
Brad Hughes	237.46	6.20	8.00	235.66
Jade Collie	23.14	3.10	0.00	26.24
Katerina Sharp	74.05	46.20	1.00	119.25
Katherine Shauger	30.87	4.60	0.00	35.47

Annual Leave Total 462.35

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	131.77	4.60	8.00	128.37
Brad Hughes	144.98	4.60	3.50	146.08
Jade Collie	17.34	4.77	10.00	12.11
Katerina Sharp	826.23	4.61	0.00	830.84
Katherine Shauger	362.90	4.60	8.00	359.50
Sophia Graham	17.26	0.69	0.00	17.95

Sick Leave Total 1494.85

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	81.50	0.00	3.00	78.50
Brad Hughes	5.01	0.00	0.00	5.01
Jade Collie -10 Comp Pay Out	45.39	(5.50)	4.00	35.89
Katerina Sharp -10 Comp Pay Out	87.93	(9.63)	0.00	78.30
Katherine Shauger	24.00	0.00	0.00	24.00

Comp Time Total 221.70

Signature of Preparer: Brad Hughes 12/1/2025
Date

Signature of Reviewing Board Member: [signature] 12/9/25
Date

Only approved timesheets are included in report calculation